

How to Apply for Examinations Online


1. Go to <http://jobs.ca.gov>.
2. In the search box below “**Search for Job Recruitments**” and next to “**Keyword(s):**” type in the full title of the classification (e.g., Motor Vehicle Field Representative). Then click “Search.”

The screenshot shows the homepage of the California State Personnel Board's new online center (OEC). The header includes the logo "CA.GOV jobs.ca.gov by State Personnel Board" and a navigation bar with links: SPB, Home, Find Recruitments, How to Apply, Why Work for CA, My Profile, and Español. A "Skip to:" link is also present. Below the header, there is a section for Governor Schwarzenegger with a "Visit his Website" link. A "We Need You Now!" section lists links for State Hiring Process, IT Professionals, Health Care Professionals, and Educators. A "More >>" link is also available. A welcome message states: "WELCOME TO THE STATE PERSONNEL BOARD NEW ONLINE CENTER (OEC)". It includes a note for users who created applications prior to September 28, 2009, and a note about the transition from the old system to the new one, effective June 25, 2010. The main search area is titled "Search for Job Recruitments" and contains a "Keyword(s):" text box, a "Location:" dropdown menu (set to "All Areas"), a "Type:" dropdown menu (set to "All Recruitment Types"), and a "Category:" dropdown menu (set to "All Categories"). There are "Search" and "Advanced Search" buttons. Below the search area, there is a "Browse Job Recruitments and Vacancies" section with two columns of links. The left column lists "Job Recruitments" with links for "Posted this Past Week", "Posted this Past Month", and "LEAP Job Recruitments". The right column lists "Special Job Recruitments and Vacancies" with links for "CEA/Exempt", "Individuals with Disabilities (LEAP)", and "Part-Time/Seasonal Job Vacancies".

3. The search results screen will be loaded; the links to the job recruitment bulletins will appear below the search methods. Locate the title of the classification (verify it is for the correct department) and click on the link for the examination on the left-hand side.

4. Read through the information on the bulletin; afterwards, click on either the link that says “**Fill out the Application NOW using the Internet**” or on the “**Apply Online**” button, which looks like a keyboard with a computer mouse. (Both will direct to the same page.)

Click on a link below to apply for this position:

Fill out the Application NOW using the Internet.	
Print Personal Preferences Form.	If you did NOT apply online and need to update your location preferences, time-base/ tenure and other preferences, you can print a customized pdf version of the Personal Preference Form . If you did apply online, you can easily update your preferences from your personal status board for each recruitment by logging in to your Personal Status Board .
View and print the official application form as an Acrobat pdf file.	A State of California application form is required for this recruitment. You may print this Acrobat PDF document and then fill it in.
Contact us via conventional means.	You may contact us by phone at (866) 844-8671, or e-mail at JobExamCerts@spb.ca.gov , or apply for a job in person at the California State Personnel Board.

You will need Acrobat Reader to download a .pdf file. If you don't have it and want to download the paper application and, if required, supplemental form, click here

first. 

FOR THE MOTOR VEHICLE FIELD REPRESENTATIVE AND LICENSING-REGISTRATION EXAMINER EXAMINATIONS:

The cities where the examination is being held are listed in red beneath the “**Introduction**” heading; addresses will be listed when you reach the self-scheduling system.

If no locations are listed, then we do not currently have an examination scheduled. Please continue to monitor the bulletin for the examination to be re-opened.

If there are locations listed, but the “**Apply Online**” button does not appear, that means we are not currently accepting applications at this time. Please continue to monitor the bulletin for the examination to be re-opened.

5. After clicking on one of the above links, read the Application Instructions/Terms of Use Agreement; if you agree with the terms of use, check the necessary box and choose either “**I am a New User**” or “**I have Registered Previously**.”

By accepting the Terms of Use Agreement set forth here, you agree to all of the above terms and you agree to use this online employment application system only for the submission of bona fide employment applications to State of California. Any other use of this online employment application system, including without limitation any copying, downloading, translation, decompiling or reverse engineering of the system, data, or related software, shall be a violation of this [Terms of Use Agreement](#).

<input type="checkbox"/> I agree with the above terms of use.	
<input type="button" value="I am a NEW USER"/>	<input type="button" value="I have REGISTERED PREVIOUSLY"/>
<input type="button" value="Back"/>	

6. If you do not yet have an account on jobs.ca.gov, click **“I am a New User”** in order to fill out an application. If an application has already been saved, click on **“I have Registered Previously.”**

If you selected **“I have Registered Previously,”** you will be asked to log in. Enter your login information and click **“Retrieve Application.”** You will see a list of applications you have completed, and you will have the option to **“Copy”** one of these existing applications; you will have the opportunity to edit or update this information later in the process.

**FOR THE MOTOR VEHICLE FIELD REPRESENTATIVE AND
LICENSING-REGISTRATION EXAMINER EXAMINATIONS:**

You will be directed to a page called **“Minimum Qualifications.”** Read and answer these questions carefully, as this will determine whether or not you will be accepted into the examination.

If you do not meet the Minimum Qualifications as listed on the job recruitment bulletin, you will receive a page stating that you do not meet the requirements for this examination.

If you meet the requirements, you will be given the opportunity to review your application and to answer new questions specific to this examination (such as location preferences).

7. Once you have verified the information on your application is correct, you will then be able to submit your application for the examination.

**FOR THE MOTOR VEHICLE FIELD REPRESENTATIVE AND
LICENSING-REGISTRATION EXAMINER EXAMINATIONS:**

If you are accepted into the examination, you will come to a page stating you have met the minimum qualifications, but that you still need to schedule a written examination date.

Click on “**Self-Schedule Your Written Exam.**” You will be asked to log in to the Schedule Exam system. Enter your username and password and click “**Schedule Examination.**”

You will be able to select one of the available locations for the Motor Vehicle Field Representative or Licensing-Registration Examiner examination; these locations will list the addresses of each location.

If you are not sure which location is closest to you, go to the self-scheduling system and enter your zip code and the zip code of one of the testing locations into an online system like <http://www.mapquest.com> or <http://maps.google.com>. This will allow you to determine which testing site is closest to you.

Once a location is scheduled, you will be shown the “**Notice to Appear.**” Print two copies – one to bring to the examination, one to keep on file. On the examination day, bring a photo ID (or two signed forms of identification) and the “**Notice to Appear**” to be admitted into the examination. Calculators are permitted.